



Arkansas Game and Fish Commission Employment Job Posting

Database Administrator - **Data Administrator**

POSITION NO: 22095836

POSTING INFORMATION:

Advertisement Opens: Oct. 18, 2023

Advertisement Closes: Dec. 31, 2023

Full Time: Yes

Salary: \$77,323.00 - \$77,323.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in information technology, computer science, or a related field; plus four years of experience in database development and analysis. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in information technology, computer science, or a related field; plus TWO years of experience in database development and analysis. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Knowledge, Abilities, and Skills:

Knowledge of complex computer data base systems development and implementation. Knowledge of computer related applications and analysis of data processing programs and equipment. Knowledge of complex data base and data processing software. Knowledge of complex and advanced programming methods and concepts. Ability to review results and determine the source of problems and recommend corrective actions. Ability to design, implement, and maintain complex data bases. Ability to coordinate and communicate with areas of programming, analysis and design regarding databases and specifications. Ability to diagnose and evaluate system failures and determine effectiveness of database systems.

Preferred Knowledge, Abilities, and Skills:

Knowledge of various computer systems, PostgreSQL RDBMS, and Python. Knowledge of design of relational database systems and design. Knowledge of spatial database system and design. Knowledge of technology and new user applications. Knowledge of data structures, logic, and data platform backup mechanisms. Ability to assist staff with various problem definitions and solutions. Ability to design effective database schema and normalization. Ability to communicate orally and in writing.

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Information Technology

Job Summary:

The Database Administrator is responsible for designing, implementing, and coordinating of multiple complex data systems. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

- Plans and directs the coordination, development, and maintenance of multiple complex computer database systems.
- Designs database systems and coordinates the testing and review of programs and ensures that project output meets user requirements, time schedules, and data processing standards.
- Consults with users and programmers to identify needs, system capability, and determines requirements for data base design formats and application specifications.
- Approves, modifies, and implements data structure changes from user requests, evaluates system performance, space availability, and methodology.
- Evaluates new software and hardware, provides cost control, monitors use of resources, and updates cost analysis as required.
- Writes or installs utility programs and maintains on-line and batch programs and job control languages.
- Provides advice and technical assistance to programmer, applications, and production staff regarding data base systems. Assists in the development of short and long range planning and provides technical guidance to utilization of current and expanded data base systems.
- Performs other duties as assigned.

Specific Duties and Responsibilities:

Develops, maintains, and monitors data processing needs, identifies user problems, and proposes solutions. Designs, develops, implements, and maintains database tables, queries, and reports which meet customer requirements. Performs analysis and diagnostics to isolate the source of network, hardware, and/or software malfunctions. Schedules, coordinates, and performs maintenance, repair, and upgrade of computer systems with users and other organizational personnel. Participates in group meetings to identify business requirements and processes. Analyzes business requirements and comprehends business definitions of data. Analyzes user's current information flow requirements and determines feasibility of design approach for diverse and large scale application systems. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.